

Friday, April 18, 2025

FILLED! Front Desk Administrator/Marketing skills

Company: Mind Your Body
Location: New York, NY
Compensation: \$18.75

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Dana Auriemma

Mind Your Body studio is seeking one front desk administrator to take on a parttime role at our front desk. The role includes Administrative duties important for client relations, studio operations and social media marketing. The best candidate is well organized, has a knack for detail, is happy to work indepently but also thrives as part of a team. The studio has a strong community both in clientele and employees and recently celebrated 30 years in business on the UES in NYC!

The hours are Mon. - Wed., ocassional Fris. - 1:30 - 6:30 (sometimes later) & Suns. 9:00 - 2:00

Please send a cover letter and resume to the listed email. We look forward to meeting you!

Mind Your Body
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For more information:
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